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SUPPORT SERVICES COURSE

25 January - 19 March 1965

Schedule for weeks THREE and FOUR

8 February - 19 February 1965

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SUPPORT SERVICES COURSE

25 January through 19 March 1965

25X1A

[redacted]

Monday, 8 February 1965

0830 - 0930	Critique: Cable Exercise Critique: Dispatch Exercise
0940 - 1200	Operation of a Station Registry
1300 - 1530	Committee Reports
1540 - 1640	Critique: Examination

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Tuesday, 9 February 1965

0830 - 0900	Study
0900 - 0950	Support Division, OMS
1000 - 1100	Field Medical Support
1110 - 1200	[redacted]
1300 - 1400	Committee Projects
1400 - 1500	Recruitment
1510 -1600	Placement
1610 - 1700	Study

25X1C

25X1A

[redacted]

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Wednesday, 10 February 1965

0830 - 0900	Study
0900 - 0950	Assessment and Evaluation
1000 - 1100	Psychiatric Services
1110 - 1200	[redacted]
1300 - 1400	Committee Projects
1400 - 1450	Panel: Pay, Leave, Hours of Work
1500 - 1530	Performances Evaluation: Fitness Reports - Statistics and Problems
1530 - 1600	Competitive Promotion System
1610 - 1700	Suitability Reviews and Discipline

25X1C

25X1A

[redacted]

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Thursday, 11 February 1965

0830 - 0900 Study

0900 - 0950 Clinical Services

25X1C

1000 - 1100 [redacted]

25X1C

1110 - 1200 [redacted]

1210 - 1300

1400 - 1450 Panel: Personnel Records

1500 - 1550 Insurance Programs

1600 - 1630 Central Processing Services

1630 - 1700 Employee Activities Program

25X1A

[redacted]

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Friday, 12 February 1965

0830 - 0900	Study	
0900 - 1000	Employee Emergencies, Deaths	
1010 - 1200	[redacted]	
1300 - 1400	Committee Projects	
1400 - 1500	FECA and Overseas Medical Benefits	
1510 - 1600	Counselling	
1610 - 1700	Outplacement	

25X1C

25X1A

[redacted]

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Monday, 15 February 1965

0830 - 0900	Study	
0900 - 1000	Retirement Programs: CSC and CIA	
1010 - 1100	The Operating Official and his Personnel Officer	
25X1C 1110 - 1200	[redacted]	
25X1A 1300 - 1400	Panel: Field Personnel Support [redacted]	
25X1C 1410 - 1500	Panel: Field Personnel Support [redacted]	
1510 - 1700	Personnel Trends and Developments - Closing Remarks	

25X1A

[redacted]

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Tuesday, 16 February 1965

0830 - 0900	Committee Reports - Personnel/Medical
0900 - 0930	Office of Security Organizational Structure
0940 - 1100	Personnel Security Procedures - Recapitulation
1110 - 1200	Investigations Division
1300 - 1350	Security Support to Operations
1400 - 1500	Security Records Division: Briefing and Tour
1510 - 1600	Physical Security Policies
1610 - 1700	Internal and External Physical Security at Headquarters

25X1A

[redacted]

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25X1A

Wednesday, 17 February 1965 [redacted]

25X1A [redacted]

0900 - 1030	Policy on Controlled Security Areas a. Restricted Areas b. Secure Areas c. Vaults
1040 - 1200	Security Surveys - Policy, Procedures
1300 - 1420	Introduction to Alarm Equipment
1430 - 1520	Document Destruction
1530 - 1700	Emergency Document Destruction

25X1A

*The Class will arrive at the [redacted] prior to 0900. On 17 February, the class will be divided into two groups. One group will follow the above schedule, the other will follow the schedule on the next page. On 18 February the order will be reverse.

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25X1A [redacted]

Thursday, 18 February 1965

25X1A [redacted]

0900 - 1030	Combination Locks a. Nomenclature b. Principles of Operations c. Methods of Mounting
1040 - 1200	Combination Locks Setting and Changing Combinations
1300 - 1420	Combination Locks (con'd)
1430 - 1550	Introduction to Safekeeping Equipment
1600 - 1700	Safekeeping Equipment: Some Common Malfunctions

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Friday, 19 February 1965

25X1A

0830 - 0900	Committee Reports - Personnel/Medical
0900 - 1020	Physical Security Support to Overseas Stations
1030 - 1130	[redacted]
1140 - 1230	
1330 - 1540	Civil Disturbance and Disaster Planning
1550 - 1700	Examination and Critique

25X1A

[redacted]

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